



College Procedures Manual	
Category	Student Affairs
Policy #	2.2.9
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2.2.9 Selective Entry Program Fees, Refunds and Deadlines

Preface:

- A.1 The College of the Rockies offers a number of courses and programs that require selective entry, and pre-established commitments and expenditures by the College.
- A.2 Such offerings may include, but may not be limited to Mountain Activity Skills Training (MAST), Fire Training, and Apprenticeship programs and/or classes. Fire Training Programs include but are not limited to:
- Fire Training Certificate Program;
 - Fire Officer Program
- A.3 To offer these types of programs/classes, the College requires a financial commitment to completion from each student entering the program.
- A.4 These procedures have been developed to establish a financial commitment and to provide information regarding the payment of fees and refunds.
- A.5 Refund guidelines for vocational programs do not apply to these programs.

Procedures:

B.1 Payment of Fees

B.1.1 Commitment and Deposit Fees

- a) Students (other than Apprentices and Fire Training students) shall be required to pay a deposit fee of \$250 immediately upon being accepted into the program. This deposit will be credited towards their tuition fee total. The \$250 deposit is totally non-refundable.
- b) Students in the Fire Training programs shall be required to pay a Commitment Fee of \$500, to be submitted with their application to the Program.

B.1.2 Equipment Deposit Fee

Apprenticeship students shall be required to pay an Equipment Deposit Fee (e.g., Tool Box deposit fee), as required, at the time of registration.

B.1.3 Tuition, Program Activity and Associated Fees

B.1.3.1 Students registering in:

- a) programs (other than MAST, Fire Training, and Apprenticeship) are required to pay fifty percent (**50%**) of all fees and costs related to the Program sixty (60) days prior to commencement of classes (E.g., by June 30 for September start; January 5 for March 1 commencement) and the balance prior to the first day of classes.

- b) the MAST Program are required to pay sixty percent **(60%)** of all fees and costs related to the Program sixty (60) days prior to commencement of classes and the balance prior to the commencement of second semester classes. (E.g., by June 30 for September start; January 5 for March 1 commencement.)
- c) Apprenticeship Programs are required to pay one hundred percent **(100%)** of all fees and costs related to the program/class thirty (30) days prior to the commencement of classes.
- e) The Fire Training Programs are required to pay one hundred percent (100%) of all course fees upon acceptance into the program.

B.1.3.2 Program Activity fees include the costs of rentals, contract services and commitments made by the College on behalf of the student to enable their participation in various program activities.

B.1.3.3 All fees must be paid prior to the first day of classes.

B.1.4 Student Loan Applicants

B.1.4.1 Students applying for student loans may defer fees from the initial due date, but are required to pay all fees by the first day of classes.

B.1.4.2 Students applying for student loans are responsible for paying the difference if proceeds of the initial student loan disbursement do not fully cover the entire cost of the program.

B.1.4.3 Students applying for student loans in lengthy programs, e.g., a 2-semester program such as MAST, are responsible for paying the 60% by the first day of classes in the first semester (e.g., September) and the balance of 40% prior to the commencement of classes in the second semester (e.g., January 4).

B.1.4.4 Specific requirements for various programs will be advertised by the program and information available through the Financial Aid office.

B.3 Refundable and Non-refundable Fees:

B.3.1 Tuition fee, Technology Fee, Program Activity Fee, Student Union Fee, Student Activity/Alumni Fee

- a) Course Cancellation by the College Full refund
- b) *Withdrawal on or after the first day of classes of Program Commencement* **[except Fire Training – see c)** No refund
- c) Fire Training:
 - Withdrawal within two weeks (10 instructional days) of the Commencement of classes will be refunded \$6,000 refund
 - Withdrawal after two weeks into the program No refund
- d) Commitment Fee / Deposit Fee (if any) No refund*

* Exception - Fire Training Programs only:

- The commitment fee shall be refundable ONLY IF the student is not accepted into the program.
- This fee may, with written approval by the College, be used as a commitment for a future program intake, if the student withdraws and requests College approval prior to start of classes.

f) Equipment Deposit Fee (e.g., Tool Box Fee) upon return of equipment/tool box/tools, etc.

- in condition as issued

Full Refund

- with damaged/missing equipment

Prorated to cost of replace/repair

g) The College may consider a refund of up to 100% (one hundred percent) for withdrawals due to extenuating circumstances or medical reasons. A Request for Withdrawal for Medical or Compassionate Reasons Form must be completed by the student and an Attending Professional's statement and signature must accompany the form. Access to the Medical or Compassionate Reasons Form is through an Education Advisor.

B.3.3 Textbooks, Resource Materials

Books, materials, uniforms, ski pass purchased

No refund

B.3.4 Withdrawal or Removal as a matter of College discipline

No refund

B.4 **Extenuating Circumstances**

The College may consider a refund of up to 100% (one hundred percent) for withdrawals due to extenuating circumstances or medical reasons. A Request for Withdrawal for Medical or Compassionate Reasons Form must be completed by the student and an Attending Professional's statement and signature must accompany the form.

B.5 **Non-Payment of Fees**

B.5.1 Failure to pay required fees by the due date will result in the following:

- a. immediate loss of the student's preferred or accepted status in the Program;
- b. removal of the student's name from the class roster; and
- c. the student's name will go to the bottom of the program wait list to work his/her way through the system.

B.6 **Deadlines, Program Costs & Deposit Information**

Deadlines, Program Costs and Deposit amounts, as determined by the Programs, will be published and information provided to each registrant as part of the application package.

B.7 **Program and Course Changes**

The College of the Rockies reserves the right to make whatever changes are deemed necessary as a result of changing circumstances, including cancellation, re-scheduling or other adjustments of programs and courses.

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